



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH
Division of Health Planning & Epidemiology
Immunization Program**

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Janie Miller
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To: Kentucky Vaccines Program (KVP) Providers

From: Laura Harrod, M. S. Ed.
Kentucky Vaccines Program Coordinator

Date: March 3, 2010

Subject: New Return & Adjustment Form for expired/wasted vaccines

1. Please start using the new Return & Adjustment Form. When you make copies please make front and back so you can have the instructions on the back page for future use.
2. McKesson no longer includes a return label on their containers. You may reuse, keep in case you need to move during an emergency or discard their shipping containers.
3. Send a copy of the Return and Adjustment Form to (502)564-4760 or mail to Immunization Program, 275 East Main Street, HS2E-B, Frankfort, KY 40621-0001.
4. After receiving the Return & Adjustment Form we will send a spreadsheet to McKesson. McKesson may take as long as 4 weeks to send you a return label. You should NOT call or contact McKesson for expired/wasted vaccine pick up, **KVP must coordinate this process.**
5. After receiving the return label put the expired/wasted vaccine and a copy of the Return and Adjustment Form in a shipping container without ice. Be sure to keep a copy of the Return and Adjustment form for your records. Enclosed you will find a copy of "Nonviable Vaccine Returns" which describes what NOT to return to McKesson and what should be returned to McKesson.

When your order arrives: As soon as a vaccine shipment arrives, open the package and IMMEDIATELY contact the Project Points of Contact (PPOCs) at (502)564-4478 if there is any exception to the order. An exception may be an incomplete order or a tripped temperature monitor. According to the contract, if the temperature monitor is tripped, customer service must be notified **within two hours** of when the provider signed for the vaccine. If the shipment received is a split or partial shipment, contact the PPOCs to correct the error or track the status of the remainder of the order. You no longer need to return the packing slip to our program. Please see memo entitled "Packing Slips".

The Project Points of Contact (PPOCs) are:

- Clarissa Wilson at (502)564-4478, extension 3734 or e-mail Clarissa.Wilson@ky.gov for hospitals (PIN's beginning with 100 or 200), private providers (PIN's that start with D) and PINs that start with a CC.
- Rita Lathrem at (502)564-4478, extension 3914 or e-mail Rita.Lathrem@ky.gov for PINs that start with H, RH, FQ, SC, AR and OP.

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- If Clarissa or Rita are not available please call Judy Baker at (502)564-4478, extension 3518, e-mail Judy.Baker@ky.gov or Laura Harrod at (502)564-4478, extension 3855, e-mail is Laura.Harrod@ky.gov.

This does not pertain to the H1N1 vaccine. Please talk to your local health department for information on expired/recalled or wasted H1N1 vaccine disposal or you can view the policy at KY Health Alerts Website at:

<http://healthalerts.ky.gov/Pages/HealthProfessionalsInfo.aspx>. At this page, reference KDPH 2010 Guidelines for Expired H1N1 Vaccine.

cc: Kraig Humbaugh, M.D., M.P.H.
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Enclosure: Packing Slip memorandum

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